

CECS

DEPARTMENT OF THE ARMY  
U.S. Army Corps of Engineers  
Washington, DC 20314-1000

OM 672-1-6

Memorandum  
No. 672-1-6

29 July 2005

Decorations, Awards and Honors  
HQUSACE EMPLOYEE OF THE QUARTER

1. Purpose. This office memorandum (OM) establishes the Headquarters U.S. Army Corps of Engineers (HQUSACE) Employee of the Quarter Award and prescribes procedures for administering the award program.
2. Applicability. This OM is applicable to all employees of HQUSACE.
3. Distribution Statement. Approved for public release, distribution is unlimited.
4. References.
  - a. AR 672-20.
  - b. ER 672-1-18
5. General. The Commanding General (CG) presents the HQUSACE Employee of the Quarter Award to a civilian or uniformed military employee of HQUSACE. The employee is recognized for achievements made during a designated quarter. The CG at an appropriate gathering that includes the employee's peers presents this recognition. The award will include a three star letter signed by the CG framed with an engraved coin, a photo and short write up displayed in the HQUSACE Hallway and a parking pass for three months.
6. Criteria and Selection Process.
  - a. Basic Eligibility. Nominees must be current permanent HQUSACE civilian or uniformed military employees, other than the CG and members of the review board. Nominees must have been assigned to HQUSACE for the entire quarter of the award.
  - b. Criteria. The award is presented to the civilian or uniformed military employee determined to have achieved the highest overall standards of excellence as a HQUSACE employee encompassing the Army Seven Values and who individually has made the most significant and noteworthy contribution to the mission and prestige of HQUSACE as well as their community. The

achievements upon which the nomination is based may span more than a three-month period however emphasis will be placed on that period of achievement.

c. Nominating Procedure. Any HQUSACE supervisor/team leader may nominate one candidate for HQUSACE Employee of the Quarter. The Deputy Chief of Staff (DCofS) will issue a request for nominations following each quarter and will allow two weeks for nominations.

d. Selection Process. The review board will include the DCofS and one member each from the Military Programs Directorate, Civil Works Directorate, HECSA Equal Employment Opportunity Office, the HECSA Civilian Personnel Advisory Center and the Union. The DCofS will send the nominations to the board members. The board members will individually rank each nominee based on the criteria stated above and will return their ranked list to the DCofS. The DCofS will review and summarize the votes to determine the winner. In the case of a tie for first place, the DCofS will have the deciding vote.

7. Nomination Package and Submission and Submission Requirements. Nomination packages are to be submitted by e-mail. Submissions should include an attachment that can be printed on no more than two standard size sheets of bond paper that contain:

Name

Office Symbol

Position

Actions taken by the individual during 3rd QTR FY05 with a focus on:

People - Interaction with others, mentor, leader, learning

Process - How the employee gets the job done, new methods, PMBP/PDTs, Systems

Communications - Resolution of issues, customer satisfaction, synergy, 2012

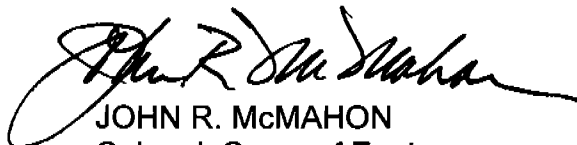
Army Seven Values - Loyalty, duty, respect, selfless-service, honor, integrity and personal courage

(Nominators are encouraged to provide a holistic view of the employee. Describe actions taken by the individual in support of people, process, and communication not just at work, but also in their families and communities. Describe their willingness and ability to take on extra assignments based on sudden unexpected requirements, or to find innovative ways to cut costs, increase customer care, or expand/leverage resources.)

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8. Award. Upon selection of the Employee of the Quarter by the DCofS, the supervisor of the recipient is responsible for working with the CSG to arrange an appropriate time and place for the CG to present the award.

FOR THE COMMANDER:



JOHN R. McMAHON  
Colonel, Corps of Engineers  
Chief of Staff